

Słownik zawodowy

1. Absorption – wchłanianie the process of taking in sth/inhibition
2. Acceptance – akceptacja agreement to an offer/idea
3. Access – dostęp the right to use/enter sth
4. Accomodation – zakwaterowanie providing space to sleep
5. Accomplish – ukończyć to complete/ achieve o task
6. Accountancy – księgowość a profession that takes care of finance
7. Accountant – księgowy a person who is responsible for managing financial reports
8. Accuracy – dokładność the precision in measurements or activities
9. Achieve – osiągnąć to accomplish a goal
10. Acquire – zdobywać/nabywać to obtain possession of sth by purchase/effort
11. Acquisition – nabytek acquiring control of assets
12. Activities – aktywności tasks that are parts of some process
13. Adjourn – zawiesić to temporarily suspend sth
14. Adjust – dostosować to change sth to achieve better fit
15. Administration – administracja/administracyjny the process of organizing tasks
16. Advertisement – reklama service which promotes certain product
17. Advertise – reklamować to promote product/service
18. Agency – agencja business that provides a specific service
19. Agenda – agenda a plan of items to be discussed
20. Aggressive – agresywny a character which often uses strength to possess sth
21. Agreement – umowa arrangement between two entities in a contract
22. All-In-Rate – wszystko w stawce a structure that includes all costs
23. Allocation – przydzielenie miejsca the distribution of resources/tasks
24. Alternative – alternatywna a different option
25. Amount – ilość the total sum of sth
26. Analysis – analiza the interpretation of data
27. Anticipate – przewidywać to expect sth to happen and prepare
28. Applicant – kandydat a person who applies for a job
29. Application – podanie a formal request
30. Apply – aplikować to submit an application
31. Approach – podchodzić do/próba to come near to sth/ to try sth
32. Approval – zatwierdzenie officially agreeing to plan/proposal
33. Approximately – w przybliżeniu estimated quantity/value
34. Area – obszar a region/space
35. Assembly Line – linia montażowa a production process where products are assembled in manner
36. Assembly – montaż the process of combining parts into final product
37. Assets – aktywa valuable resources owned by company
38. Associate – współpracownik/partner biznesowy a person who is in partnership in business
39. Assortment – asortyment a range of products
40. Assume – zakładać to predict/estimate sth
41. Attachment – załącznik a document with extra information/enclosure
42. Audience – publiczność the group of people for whom a message is intended/viewers
43. Available – dostępny accessible for use
44. Average – średni/przeciętny sth that is typical /common
45. Award – nagroda a prize given for achievements
46. Bankruptcy – bankructwo a status in which a business is unable to repay debts
47. Bargain – okazja a product/service with lower price
48. Based on – na podstawie founded upon certain data
49. Basic Price – podstawowa cena the initial cost of a product/service

50. Bear – osoba kupująca akcje licząc na szybki spadek wartości an investor who expects the value of stocks to decrease
51. Benchmark – punkt odniesienia a reference point used for comparison analysis
52. Beneficiary – beneficjent a person who receives benefits/recipient
53. Benefit – korzyść a profit/ advantage
54. Bill – rachunek a document for purchased goods/ services
55. Block – blokować to prevent sth
56. Blow Up – powiększyć coś/rozszerzyć to expand sth
57. Board – zarząd a group of people who manage an organization
58. Bond – obligacja a debt that represents a loan to a Corporation/government
59. Boost – zwiększyć to rapidly increase sth
60. Buyout – wykupić the purchase of a controlling interest in business
61. Brainstorming – burza mózgów to generate ideas through discussion
62. Brand – marka a name/symbol that identifies a company
63. Breakeven Point – próg rentowności the level of sales at which revenues equals costs
64. Brochure – broszura a small book about company/product
65. Broker – pośrednik a person who is a middleman in transaction between buyer and seller
66. Budget – budżet a financial plan of incomes and expenditures
67. Bull (Stock Market) – kupujący akcje licząc na szybki wzrost wartości an investor who expects the value of stocks to rise
68. Business Card – wizytówka a small card with the position name and contact information
69. Campaign - kampania promotional actions organised by enterprise to make the audience know about the product
70. Capacity - pojemność, ładowność the highest possible amount of resources that can be stored in a warehouse
71. Capital - kapitał amount of money that company owns for investments
72. Cash sale - sprzedaż gotówkowa transaction completed by non-virtual money
73. Catalogue – katalog a list of products and services that company offers
74. Charges - opłaty fees payed as a provision for goods
75. Chief executive officer - dyrektor naczelny most important person in company's hierarchy, responsible for its actions and development
76. Clearance sale - wyprzedaż an event organized by company to sell the supplies
77. Comission - prowizja payment charged for sold products and services
78. Commercial - handlowy related to promotion of company, for example on social media, radio or television
79. Company – przedsiębiorstwo a buisness organization created and to make a profit
80. Competition - konkurencja the rivarly between enterprices to get higher position on market and make more profits
81. Consumer - konsument person that purchase products and services for personal use
82. Consumption - konsumpcja, zużycie usage and utilization of products
83. Corporation - korporacja large enterprise or group of companies organized to be a single entity
84. Credit - kredyt money provided by financial institution that company borrows for running its buisness
85. Cross-functional structure - struktura sztabowo liniowa organizational structure where departments collaborate to reach common goals
86. Currency - waluta coins and banknotes used in countries to make transactions
87. Customer/Client - klient person or company that buys goods and services in exchange for payment
88. Deadline - okres ostateczny the time by which a task or action must be done/finished
89. Decline - spadek decrease or reduction of something
90. Demand - popyt desire to buy product or service for specific price

91. Delivery - dostawa transportation of goods to the customer
92. Department - dział/komórka division in company which has got specific tasks and responsibilities
93. Department store - dom towarowy large store divided into several different departments
94. Design - projektować, projekt to create something/ a project
95. Despatch – wysyłka act of sending parcels to their destinations
96. Development – rozwój proces in which business becomes more succesful and profitable
97. Direct mail - poczta bezpośrednia marketing commercials sent directly to prospective clients
98. Director - dyrektor high-ranked person that is responsible for managing a company
99. Display - wystawa a presentation of company's products for promotion
100. Distribution - dystrybucja proces of sending goods and services from producers to customers
101. Diversification - dywersyfikacja strategy that rely on spreading company's buisness into new products and markets
102. Dividend - dywidenda part of company's revenue given to shareholders for their investments
103. Door-to-door selling - sprzedaż akwizycyjna way of selling that rely on presenting products to prospective clients by going directly to their houses
104. Donation - dotacja money, goods or services given voluntarily to support an organization
105. Earnings – zarobki payment for work performed
106. Effectiveness – skuteczność the degree to which planned effects are achieved within the planned time
107. Efficiency – wydajność the ratio of the amount of goods produced to the time needed to produce
108. Embargo – embargo/zakaz a ban of import or export of certain goods
109. Embassy – ambasada diplonatic representation of a state to the government of another state
110. Emolument – wynagrodzenie an employer’s benefit to an employee for work
111. Employee – pracownik a person working in a workplace
112. Employer – pracodawca a person providing work to employees
113. Employment – zatrudnienie relationship beetwen employee and employer
114. Enclosure – klauzula stipulation or condition in a contract/attachement
115. End User - użytkownik końcowy a user who consumes a product or service provided to him
116. Endorsement – poparcie the act of supporting
117. Enlarge – powiększać make or become larger or more extensive
118. Enterprise – przedsiębiorstwo organizational unit conducting business activity
119. Entrepreneur – przedsiębiorca a person running a business
120. Environment – środowisko the entirety of the material world
121. Equal Pay - równa płaca equal treatment in terms of payment
122. Equipment – wyposażenie clothe, machines, tools necessary for a particular kind of work
123. Equity Capital - kapitał własny equivalent of the assets contributed by the owner
124. Establish – tworzyć set up on a firm or permanent basis
125. Estate – nieruchomość the possessions or property of a person
126. Estate Agent - agent nieruchomości a person whose job involves selling and renting out buildings and land for clients
127. Estimate – oszacować judge the value, number, quantity, or extend
128. Evaluation - wycena (czegoś) determining the material value of something/ somebody’s achievements
129. Expenses – wydatki expenditure of costs
130. Expirience – doświadczenie knowledge, skill or widsom gained through practice

131. Facilities – udogodnienia	something that been introduced to make something easier / extra options in services
132. Factors – czynniki	something that contributes to a result
133. Factory – fabryka	manufacture
134. Features – cechy	characteristics of something or somebody
135. Fee – opłata	fixed price charged for a specific service
136. Financial Risk – ryzyko finansowe	the possibility of losing money in investment
137. Fixed Assets - aktywa trwałe	assets which are purchased for a long-term like buildings
138. Foreign Currency - obca waluta	money of a country other than one's own
139. Foreign Investment - zagraniczna inwestycja	Investments in another country
140. Foreign Subsidiaries - zagraniczne	filie branch of the company abroad
141. Founders – założyciele	the person who starts their own company
142. Freight – fracht	sum of money paid for the carriage of goods
143. Function – funkcja	operate in a proper or particular way
144. Gain – korzyść	an improvement in value
145. Galloping Inflation – galopująca inflacja	an extremally high rate of inflation
146. General – ogólne	an overall aspects
147. General Manager – dyrektor generalny	an executive responsible for overall operation
148. Gilt-Edged – papiery wartościowe emitowane przez rząd	low risk financial instrument emitted by government
149. Global – globalny	relating to the entire world
150. Goal – cel	a target to achieve
151. Goods – towary	products that can be bought or sold
152. Government – rząd	a group of people that govern/ rule a nation
153. GDP – PKB	total value of goods and services produced within a country
154. Grade – ocena	a rank based on performance
155. Graph – wykres	a visual representation of data
156. Gross – brutto	total before taxation
157. Growth – wzrost	the process of increasing in size/quality
158. Guarantee – gwarancja	promise that in case of an accident company will refund a compensation/warranty
159. Head Office –siedziba główna	the main headquarter of a company
160. Headhunter – rekruter	a person who seeks out people to work
161. Hire – zatrudnić	to employ a person
162. Holder – posiadacz	a person who possesses sth
163. Household – gospodarstwo domowe	a place where family lives
164. Human Resources – zasoby ludzkie/kadry	the department that manages personnel matters
165. Implement – wdrożyć	to start a plan/decision
166. In Advance – z góry/z wyprzedzeniem	to do sth before the deadline
167. Include – zawierać	to contain sth
168. Income – dochód	money received through work/investment
169. Incorporate – przyłączyć	to include sth as part of a whole
170. Increase – zwiększyć	to make larger
171. Index – indeks	a numerical measure
172. Indicator – wskaźnik	a signal that represents certain situation
173. Induction – indukcja	the process of introducing someone to a new role
174. Industry – przemysł	a category of economic activity characterized by a particular type of product or service
175. Initial – początkowy	first stage of sth
176. Innovation – innowacja	a new method of doing sth
177. Institution – instytucja	an organisation with a specific purpose
178. Intangible – niematerialny	not physical
179. Intensity – intensywność	the level of how fast sth is done
180. Intention – zamiar	an intension

181. Interest Rate – oprocentowanie/stopa procentowa the percentage charged for the borrowed money
182. Internal – wewnętrzny within an organisation
183. International – międzynarodowy involving multiple countries
184. Interview – wywiad a formal meeting between an employer and an applicant
185. Introduce – wprowadzić/przedstawić to present someone in front of others
186. Investment – inwestycja the allocation of resources with expected future profit
187. Invoice – faktura an official document with all information about transaction
188. Issue –problem a matter/problem
189. Job analysis - analiza zatrudnienia process of collecting and analysing information about jobs
190. Job mobility - mobilność zatrudnienia the ability of workers to get employed in different jobs and positions
191. Junk mail - spam marketingowy unwanted marketing advertisements sent in high amount directly to prospective customers
192. Keep up with the competitors - nadążyć za konkurencją not to let the competitors become more successful in their businesses
193. Kickback/bribe - łapówka illegal payment given to somebody in exchange for specific actions, for example favorable services
194. Knocking copy - antyreklama advertisement that criticise other company's product or service
195. Know-how - wiedza specjalistyczna, specjalista knowledge and skills necessary for completing a task or action/ specialists in their branch
196. Landlord - właściciel posesji person or company that owns specific property
197. Lay off - zwolnienia dismissal of employees by a company/ fire someone
198. Leader - lider a person who manages group of people in specific tasks
199. Leaflet – ulotka an advertisement presented on small piece of paper
200. Liabilities – zobowiązania debts or obligations that company or person owns
201. Licence - licencja official authorization or allowance to to specific activities
202. Line extension - poszerzenie asortymentu an introduction of new product to expand a product range
203. Linear structure - struktura liniowa structure where authorities are centralized on the top of the organization and their subordinates are located below
204. Loss - strata a negative financial result that company gets
205. Luxury products - produkty luksusowe products and services that are not necessary for basic living, often sold at expensive prices
206. Management – zarządzanie the process of dealing with or controlling things or people
207. Manager – kierownik a person responsible for controlling an organisation or staff
208. Manual Worker – pracownik fizyczny a person whose job involves working with the hands
209. Manufacture – produkcja large scale production with using machinery
210. Margin – marża the profit made on a product
211. Markdown – obniżka cen a reduction in price
212. Market – rynek a place where buyers and sellers met
213. Market Share – udział w rynku the percentage of the total revenue or sales in a market
214. Marketing Strategy – strategia marketingowa plan to promote and sell a product or service
215. Meeting – spotkanie a gathering of two or more people for the purpose of making decisions
216. Menageable – wykonalny able to be controlled or dealt with without difficulty
217. Merchand – kupiec a person who buys and sells commodities for profit
218. Minimum Wage – płaca minimalna the lowest remuneration that employers can pay their employees
219. Monopoly – monopol market structure that is controlled by only one seller or producer
220. Mortgage – hipoteka type of loan that's used to finance property

221. Multinational – wielonarodowy	involving or relating to different countries
222. National Debt – dług publiczny government has borrowed	total amount of money which country's government has borrowed
223. National Income – przychód narodowy a country	the total amount of money earned within a country
224. Natural Resources – zasoby naturalne by government	all natural resources which are controled by government
225. Necessaries – niezbędne	the thing that are needed, crucial
226. Negotiation – negocjacje	discussion aimed at reaching an agreement
227. Net – netto	price without Vat
228. Net Assets – aktywa netto	the sum total of everything your company owns
229. Net Profit – zysk netto	gross profit minus operating expenses and taxes
230. Nominal Value – wartość nominalna for inglation	the upfront monetary value without adjusting for inglation
231. Nominate – nominować a job, position or prize	the act of officially suggesting someone or something for a job, position or prize
232. Objective – cel	goals/aim
233. Obligation – zobowiązanie something	an act of making oneself responsible for doing something
234. Obsolescent – wychodzący z użycia	going out of use
235. Offer – oferować	to ask someone if they would like to have something
236. Oligopoly – oligopo the merket	l in oligopoly there is small number of companies that control the merket
237. Operate – operować	to work or cause something to work
238. Organisation – organizacja	a group of people who work together
239. Pachaging - pakowanie products before transportation	procces of using materials to wrap and protect products before transportation
240. Panel studies - badania panelowe groups of consumers	marketing research that involve observing groups of consumers
241. Parcel - paczka	a pachage or object intended to delivery
242. Partner - wspólnik, partner common buisness actions	a person or company related to another entity that does common buisness actions
243. Payment – płatności specific product or service	transaction that rely on giving money in exchange for specific product or service
244. Potential – potencjał	possibility of development and success
245. Price - cena	cost that customer has to pay in exchange for goods or services
246. Pricing policy - polityka cenowa possible	policy that describes what markety prices are possible
247. Priority area - obszar prtioritetowy actions	main target area where company do buisness actions
248. Processing - przetwarzanie products	actions that transform raw materials into finished products
249. Profit - zysk spent	a financial gain, situation where copmany earned more money than spent
250. Producer - producent manufacturer	a person or company that provide a product into the market/ manufacturer
251. Product - produkt	an item offered for sale by company
252. Production - produkcja	actions that rely on creating products/ manufacturing
253. Product development - rozwój produktu product into the market	a process of designing and bringing a new product into the market
254. Promotion - promocja	marketing activities that rely on generating interest or increasing sales of products and services/ giving an employee a higher position
255. Purchase - zakup	act of buing good or service in exchange for money
256. Quality Control – kontrola jakości products	a system of testing standards in manufactured products
257. Quantity – ilość	the amount or number of something
258. Quarterly – kwartalny	done, produced, or occuring once every quarter of a year

259. Questionnaire – kwestionariusz	a list of questions for collecting the data
260. Range - wachlarz	assortment of products and services that company offers
261. Rate - wskaźnik	measure of a quality, quantity or frequency related to another quantity or time period
262. Reduce – obniżyć	decrease in size, quantity or value
263. Rent - czynsz	a fee paid for using a property, equipment or other assets
264. Research – badanie	actions that rely on getting more knowledge about something
265. Reserves - rezerwy	resources that company holds for future actions
266. Resources - zasoby	assets, materials and capabilities that can be use by company to reach its goals
267. Result - rezultat	an outcome of actions and processes of a company
268. Retail sell - sprzedaż detaliczna	selling of products and services directly to consumer for their personal use
269. Revenue - przychód	income that company gets from buisness activities
270. Risky - ryzykowny	involving a possibilty to loss
271. Salary - pensja	money that employees get in exchange for their work
272. Sales - sprzedaż	giving possibility to purchase goods or services
273. Salesmen-sprzedawca	person that is employed to sell goods or services
274. Sales outlets- punkt sprzedaży	locations where goods and services are sold to customers
275. Sample-próbka	a small part of the item given to a client, used for analysing or testing
276. Secondary sources- źródła wtórne	informations and data collected from sources other than direct observation
277. Segments- segment	parts of buisness that generate their own revenues
278. Service- usługa	an intangible offering a company provides to customers
279. Shares- udziały	partial units of ownership in the company
280. Shortage- niedobór	situation when amount of something that is needed is too small
281. Spare parts- części zamienne	additional part used to replaced damaged part of a machine
282. Spendings- wydatki	money that company has to dedicate for its buisness/ expenses
283. Stable costs- koszty stałe	expenses that remain relatively constant over a period of time
284. Stocks- akcje	market shares that company owns
285. Storage- magazyn	a place where company holds their resources
286. Store- sklep	a place where goods are offered to be sold for specific price
287. Supplies- zapasy	goods and materials used in buisnes actions or for personal use
288. Supplier- dostawca	a person or company that provides goods and services to others
289. Supply- podaż	quantity of goods and services available for purchase or use
290. Surplus- nadwyżka	extra amount of beyond what is needed or used
291. Tactical – taktyczny	a careful planning in order to achieve sth
292. Tangible – materialny/rzeczywisty	physical asset
293. Tarrifs – taryfy celne	taxes on im/exported goods
294. Task – zadanie	a piece of work to be done
295. Tax – podatek	a mandatory financial charge imposed by government
296. Taxation – opodatkowanie	the process of imposing taxes
297. Techniques – techniki	methods used to accomplish sth
298. Technology – technologia	a scientific knowledge for practical purposes
299. Teller – kasjer	a person who takes money for selling sth
300. Temporary job – praca tymczasowa	a job with a specified period of employment
301. Terms – warunki	conditions agreed upon a contract
302. Theory – teoria	a system of ideas
303. Thesis – teza	a statement to be proved
304. Threat – zagrożenie	a potential danger
305. Time zone – strefa czasowa	a zone/area with specified time on the Earth

306. Tip – napiwek bill	gratuity/ a small amount of money given as a bonus to the
307. Toll – opłata drogowa/myto	a fee/chargé for using highways
308. Tools – narzędzia	devices used for specific purpose
309. Trade – handel	the buying and selling good/services
310. Transition – przejście	the process of changing from one condition to another
311. Trend – trend	a direction in which sth is changing
312. Turnover – obrót	the total sales generated by business before taxation
313. Uncertainly – niepewność	assurance about the future
314. Unit – jednostka	a single entity
315. Unlimited – nielimitowany	without bonds
316. Usage – zużycie	making use of sth/ utilisation
317. Valid – ważny	legally or officially acceptable
318. Value – wartość	how much something is worth
319. Variable Cost – koszt zmienny	a cost that varies according the level of output
320. Variance – zmienność	availability of different options
321. Vending Machine - automat do sprzedaży such as food etc.	a machine that dispenses small articles
322. Venture – przedsięwzięcie	a project or activity that is new, exciting and difficult
323. Verify – zweryfikować	to establish the truth, accuracy, or reality of something
324. Wage – płaca dla pracownika fizycznego manual workers	payment for labour/services paid to
325. Warehouse – magazyn	a large storage/place for the goods/machines
326. Warehousing – magazynowanie	the process of storing goods
327. Warranty – gwarancja replacement of product	a written guarantee promising the repair or
328. Way – droga/sposób	means of doing sth
329. Weakness – słaba strona	a vulnerable point in sth
330. Weight – waga	the amount showing heaviness
331. Wide – szeroki	having a great extent of sth
332. Within – razem z/w obrębie/w zakresie	inside of sth/altogether
333. Workability – wykonalność	the ability to do sth
334. Worker – pracownik	an employed person